

Registration Checklist

You must have the following in order to meet the requirements of Iowa's contractor registration law:

1. A corporation must have a federal identification number (FEIN). An individual owner may use a social security number in lieu of a FEIN. A partnership may use the social security number of a partner if the business has applied for a federal identification number.
2. **Every contractor *must*** have an Iowa Unemployment Insurance tax account number (UI#). If your business does not have employees, you will be assigned a non-liaible number. If you do not have a valid UI# visit www.myiowaui.org. See directions within this brochure.
3. A contractor with employees must provide a Certificate of Insurance detailing their Workers' Compensation policy listing the "Iowa Division of Labor" as a certificate holder. If you are self-insured, provide a Certificate of Relief issued by the Iowa Insurance Division. If you do not have employees, no certificate is required.
4. Annual non-refundable \$50.00 registration fee payable to Contractor Registration. Self-employed contractors who meet the criteria may complete a Fee Exemption form. **If your business is a Partnership, Corporation, or LLC, you do not qualify as Fee Exempt.** To qualify, a self-employed contractor must not work with or for other contractors in the same phases of construction and must not pay more than \$2,000.00 per year to employ others. If you meet the required conditions, complete the form, have it notarized, and attach it to the application.
5. Out-of-state contractors must file a \$25,000.00 surety bond at the time of registration. The bond must meet three criteria in order to be valid: 1) executed by a surety company licensed to do business in Iowa, 2) issued on the Out-of-State Bond form provided at www.iowacontractor.gov with the bonding company's seal and two original signatures, and 3) the bonding company must attach their Power of Attorney to the form. Once we have accepted a valid bond, we consider it continuous until we receive a bond cancellation from the bonding company. If an out-of-state contractor is pre-qualified to bid on projects for the Iowa Department of Transportation, they may submit their DOT-issued pre-qualification letter in lieu of a bond.

Unemployment Insurance (UI#) New Account Number

In order for your contractor registration to be approved, you ***must*** have a current UI#. Overlooking this step is a common mistake.

Creating a UI Tax account begins by creating an A&A user account.

If you already have an A&A account start with step #12.

If you do not have an A&A account start with step 1.

1. Go to www.myiowaui.org.
2. Click "Create ID" under new users.
3. Enter the required information.
4. Click "Register."
5. Enter an "account ID" and valid email that you can quickly access to validate the account.
6. Click "Save Account Details."
7. Go to your email to click the link "Account Activation Process" to complete the registration.
8. Enter in the 3 security baseline questions and answers (be sure to write these down, in case you need to reset your password).
9. Click "Save Identity Baseline."
10. Enter in a new password twice.
11. Click "Save New Password."
12. Log into www.myIowaUI.org using the A&A account user name (your account @iowaid) and password created above.
13. Click "Register Your Business."
14. Enter the required information. If a question is not applicable you may leave the answer blank.
15. Submit the information.
16. Write the new UI account number down for future reference.

After you obtain a UI#, you will use the same A&A login and password to register your business for contractor registration at <https://contractor.iowa.gov>.

If you feel you need additional help, click the "help" link for more detailed steps.



Contractor Registration Contact Information

Address: 150 Des Moines Street
Des Moines, IA 50309
Phone: 515-242-5871
Fax: 515-725-2427
Email: contractor.registration@iwd.iowa.gov
Website: www.iowacontractor.gov
Public Portal: <https://contractor.iowa.gov>

Iowa Division of Labor Contractor Registration



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to
individuals with disabilities.
For deaf and hard of hearing, use Relay 711.

Plumbing, HVAC/R, Hydronics, and Mechanical Professionals

If your business provides *any* type of plumbing, mechanical, HVAC, refrigeration, sheet metal or hydronic systems services **DO NOT submit an application to the Iowa Division of Labor.** Instead, Iowa Law requires you to obtain a joint contractor registration and contractor's license through Plumbing & Mechanical Systems Board (PMSB).

Visit the Plumbing & Mechanical Systems Board website at <http://idph.iowa.gov/pmsb> or call 866-280-1521 to complete the joint application for a 3-year contractor registration and PMSB contractor license.

Online Registration

If you would like to complete your contractor registration application and pay online, visit the <https://contractor.iowa.gov>. You *must* first obtain a UI#. See directions within this brochure.

You will be asked to create an A&A account, you will use the same login and password for the A&A account that was created for registering with UI.

If you pay by credit card (Visa or Master Card) there will be a 3% service fee added to your total purchase amount. If you pay by ACH (checking account) a 30 cent service fee added to your payment.

After you have submitted payment, be sure to go back to "my contractor registration" and click the "submit" or "renew" button.

You will know you have submitted your application when you registration status is "under review."

Credit card or ACH payments will not be accepted over the phone.

Additional Resources

Iowa OSHA is available to assist in prevention of workplace injuries and illnesses.
Phone: 515-242-5870

www.iowaosha.gov

Unemployment Insurance will help your business comply with unemployment insurance requirements.
Phone: 888-848-7442, after selecting language, select option #1, #1, and then #2.
Email: iwduitax@iwd.iowa.gov
www.myiowaui.org

Plumbing and Mechanical Systems Board regulates plumbers, HVAC, refrigeration, sheet metal, hydronics, and medical gas piping.
Phone: 866-280-1521
www.idph.iowa.gov/pmsb

The Electrical Examining Board regulates electricians.
Phone: 515-725-6147
www.dps.state.ia.us/fm/electrician

Iowa Source Link has many resources for starting or expanding your business.
Phone: 866-537-6052
www.iasourcelink.com

Iowa Department of Revenue has information on Iowa tax requirements for construction contractors.
Phone: 515-281-3114
www.tax.iowa.gov

Iowa Secretary of State (SOS) handles the review, approval, and filings for all businesses and organizations operating in the state. **It is necessary to file with the SOS if you want your business to be listed as a corporation or LLC.**
Phone: 888-767-8683
www.sos.iowa.gov

Do all contractors have to pay the \$50.00 non-refundable registration fee?

No. A few contractors can apply for fee exemption. A self-employed contractor who does not pay more than \$2,000.00 annually to employ others and who does not work with or for other contractors in the same phase of construction may be fee exempt. If you believe you may be exempt from the fee, complete the fee exemption form, have it notarized, and include it with your application form.

Do I have to renew my registration number?

Yes. Your registration must be renewed every year. In the month before your registration expires, one reminder with a renewal form will be sent by email or mail. If you have a contractor license through IDPH/PMSB your registration will last 3 years and run concurrently with your license.

Is a bond needed to perform construction work?

With few exceptions, each contractor with a principal place of business outside of Iowa must file a \$25,000.00 bond in order to register. Having a branch office in Iowa does not exempt a contractor from the bonding requirements. Contractors with a bond on file with the Iowa Department of Transportation may submit a pre-qualified letter in lieu of a bond.

What kind of bond must I have?

Bonds must be issued ONLY on the Iowa Division of Labor bond form, by a surety company licensed to do business in Iowa.

What are the penalties if I don't comply?

Violators may receive a \$500.00 citation for a first violation. A citation up to \$5,000.00 may be imposed for a repeat violation.

Are there any other requirements for contractors working in Iowa?

You may also need to register with the Electrical Division of the State Fire Marshall Bureau or the Iowa Plumbing and Mechanical Systems Board. Contact the city or county government for each project to determine local requirements.

Frequently Asked Questions

How is "construction" defined?

The definition is very broad. Carpenters, electricians, plumbers, roofers, painters and many others who alter property are involved in construction. You may view a list of all types of work that are included under the quick links at: www.iowacontractor.gov

Why must contractors register?

- To ensure compliance with unemployment insurance laws
- To ensure compliance with workers' compensation laws
- To ensure payments owed to state agencies by out-of-state contractors are collected
- To make information about contractors available to the general public

Can I register online or over the phone?

You may register online at <https://contractor.iowa.gov/>. Registrations are not accepted over the phone.

Which contractors must register with the State?

Each contractor, sub-contractor, or business that performs "construction" work and earns at least \$2,000.00 a year in Iowa must register. A business that works only on its own property does not have to register. Employees of contractors are not required to register.

Do sub-contractors have to be registered?

Yes. Sub-contractors are not covered under the general contractor's registration.

How do I find out if a contractor is registered?

Search the current Contractor Registration database at: <https://contractor.iowa.gov>. The database does not include expired registrations.

What if I operate more than one business?

You must register each construction business that has a separate federal identification number.